

Expenditures by Agency Use 1 Report Overview

Cardinal uses the **Agency Use 1** field as a tag in conjunction with other ChartFields, such as Cost Center or Project, to track miscellaneous work efforts or special initiatives. The Expenditures by Agency Use 1 report assists users in tracking expenditures and/or attributes associated with **Agency Use 1** values.

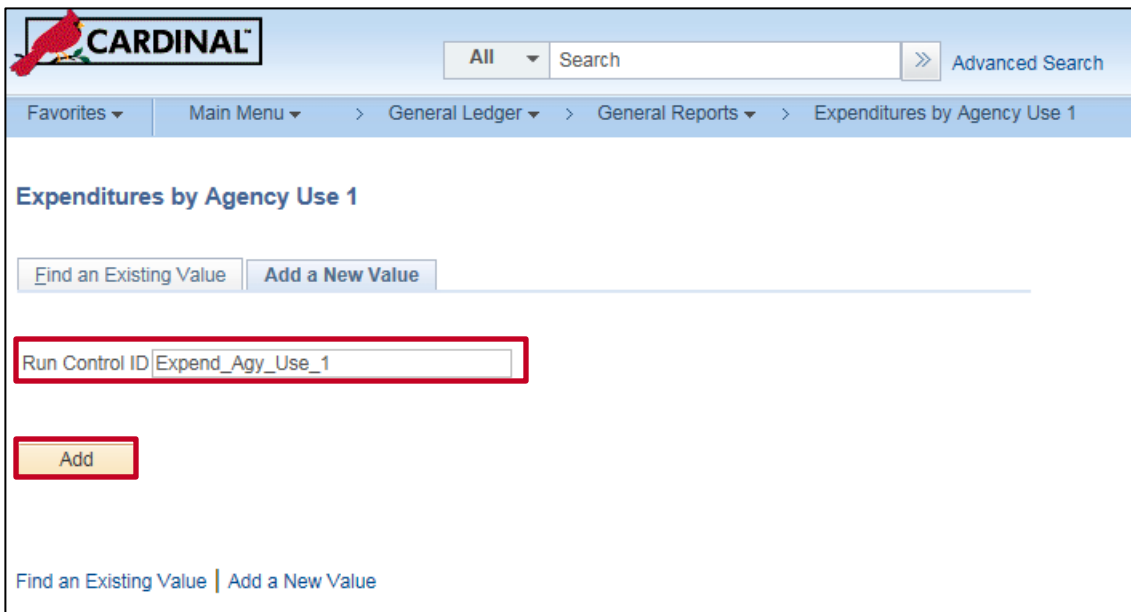
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Running the Expenditures by Agency Use 1 Report

1. Navigate to the **Expenditures by Agency Use 1** page using the following path:

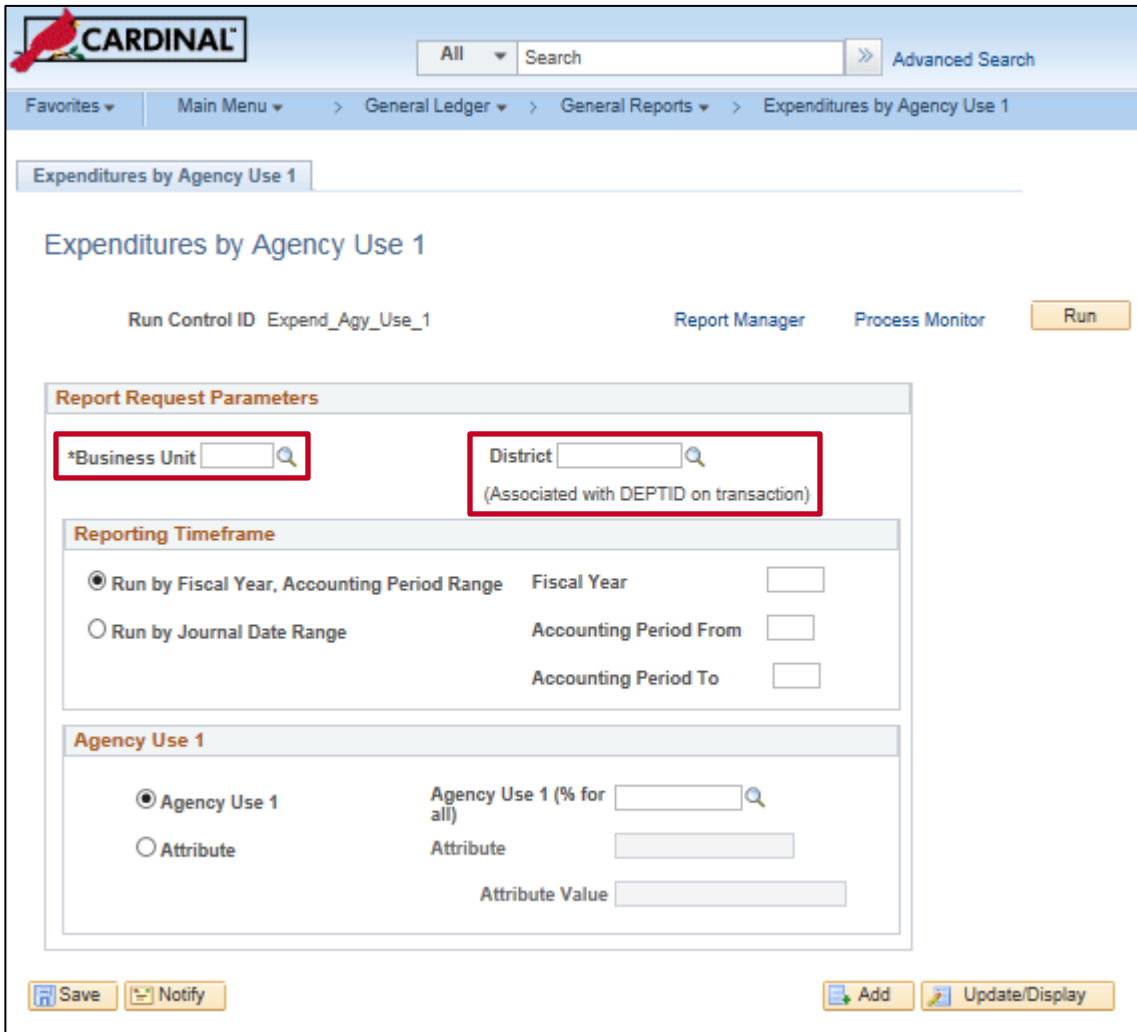
Main Menu > General Ledger > General Reports > Expenditures by Agency Use 1



2. If you have never run the **Expenditures by Agency Use 1** report, create a **Run Control ID**. Assign a **Run Control ID** that you will recognize the next time you run the report. In this example, we are assigning a **Run Control ID** of **Expend_Agy_Use_1**. Click the **Add** button.
3. Once you enter and save a **Run Control ID**, you can use the **Find an Existing Value** tab, click the **Search** button and select the saved **Run Control ID**.

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NOTE: You can never delete a **Run Control ID** once it is created. In this example, you would use the same **Run Control ID** (i.e., **Expend_Agy_Use_1**) whenever you want to run the **Expenditures by Agency Use 1** report. Simply change any parameters you need to change before running the report again.



Expenditures by Agency Use 1

Run Control ID: Expend_Agy_Use_1 Report Manager Process Monitor **Run**

Report Request Parameters


*Business Unit  District 
 (Associated with DEPTID on transaction)

Reporting Timeframe

☒ Run by Fiscal Year, Accounting Period Range Fiscal Year

☐ Run by Journal Date Range Accounting Period From
 Accounting Period To

Agency Use 1

☒ Agency Use 1 Agency Use 1 (% for all) 

☐ Attribute Attribute
 Attribute Value

Save **Notify** **Add** **Update/Display**

4. The **Expenditures by Agency Use 1** page displays request parameters you can use to define your report requirements.
5. In the **Business Unit** field, enter or select the **Business Unit**. This is a required field.
6. Click the magnifying glass icon in the **District** field to see a list of values.

Look Up District

Cancel

Help

Search Results

View 100
First
1-11 of 11
Last

Location Code	Short Description
10	Central
11	Bristol
12	Salem
13	Lynchburg
14	Richmond
15	Hampton Rd
16	Fredrckbrg
17	Culpeper
18	Staunton
19	N.Virginia
50100	(blank)

- The report results can be limited to transactions in a certain set of departments. In the **District** field, enter or select a **Location Code** value to limit the report output to transactions that occurred for **DEPTIDs** related to the **District (Location Code)**. A location code is assigned to each department value in Cardinal. This is not a required field to be used when running this report.

Note: An **Agency Use 1** value may be used by different departments. Selecting a **District** will limit the transactions in the report to only those departments in the specified **District** that appeared in financial transactions.

Reporting Timeframe

☒ Run by Fiscal Year, Accounting Period Range
Fiscal Year
2017

☐ Run by Journal Date Range
Accounting Period From
3
Accounting Period To
3

OR

Reporting Timeframe

☐ Run by Fiscal Year, Accounting Period Range

☒ Run by Journal Date Range
Journal Date From
09/01/2016
Journal Date To
09/30/2016

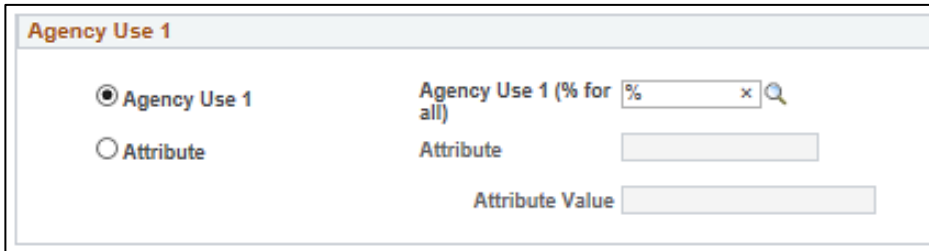
- The report can be run by different timeframe parameters. In the **Reporting Timeframe** section, choose the radio button to **Run by Fiscal Year, Accounting Period Range** or choose the radio

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button to **Run by Journal Date Range**. The page will display the required fields to enter depending on the button selected.

By Agency Use 1

The report can be run for all **Agency Use 1** values by entering a wildcard.



The screenshot shows the 'Agency Use 1' section of the report form. The 'Agency Use 1' radio button is selected. The text 'Agency Use 1 (% for all)' is displayed, with a search icon to the right. The 'Attribute' field is empty, and the 'Attribute Value' field is also empty.

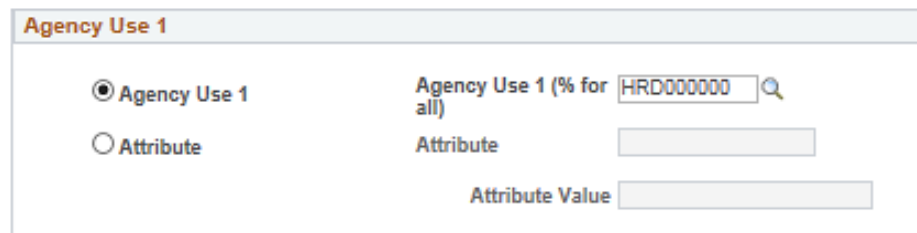
9. In the **Agency Use 1** section, choose the radio button to run by **Agency Use 1** or choose the radio button to run by **Attribute**. (This report cannot be run for both **Agency Use 1** and **Attribute** simultaneously.)

The page displays the required fields available to enter depending on the button selected.



The screenshot shows the 'Agency Use 1' section of the report form. The 'Agency Use 1' radio button is selected. The text 'Agency Use 1 (% for all)' is displayed, with a search icon to the right. The 'Attribute' field is empty, and the 'Attribute Value' field is also empty.

The report can be run for a range of **Agency Use 1** values by entering a partial wildcard.

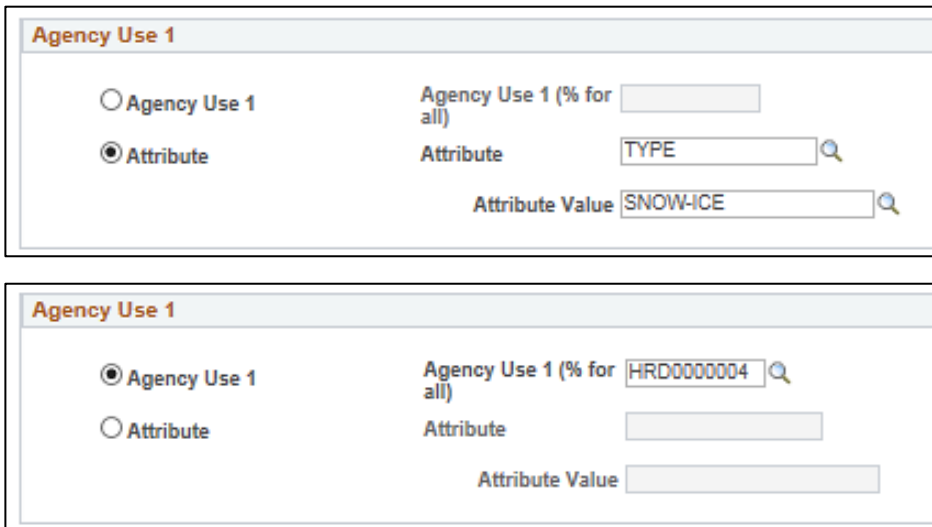


The screenshot shows the 'Agency Use 1' section of the report form. The 'Agency Use 1' radio button is selected. The text 'Agency Use 1 (% for all)' is displayed, with a search icon to the right. The 'Attribute' field is empty, and the 'Attribute Value' field is also empty.

The report can be run for one **Agency Use 1** value by entering or selecting a single **Agency Use 1** value.


501 GL336: Expenditures by Agency Use 1 Report**By Attribute**


The report can be run for an **Attribute** and **Attribute Value** by first choosing an **Attribute** (**EVENT** or **TYPE**) from the **Attribute** drop-down. The drop-down then displays only those values that are related to the **EVENT** or **TYPE** chosen. The wildcard option is not available for the **Attribute** and **Attribute Value** fields.




Agency Use 1

☐ Agency Use 1 Agency Use 1 (% for all)

☒ Attribute Attribute 

Attribute Value 

Agency Use 1

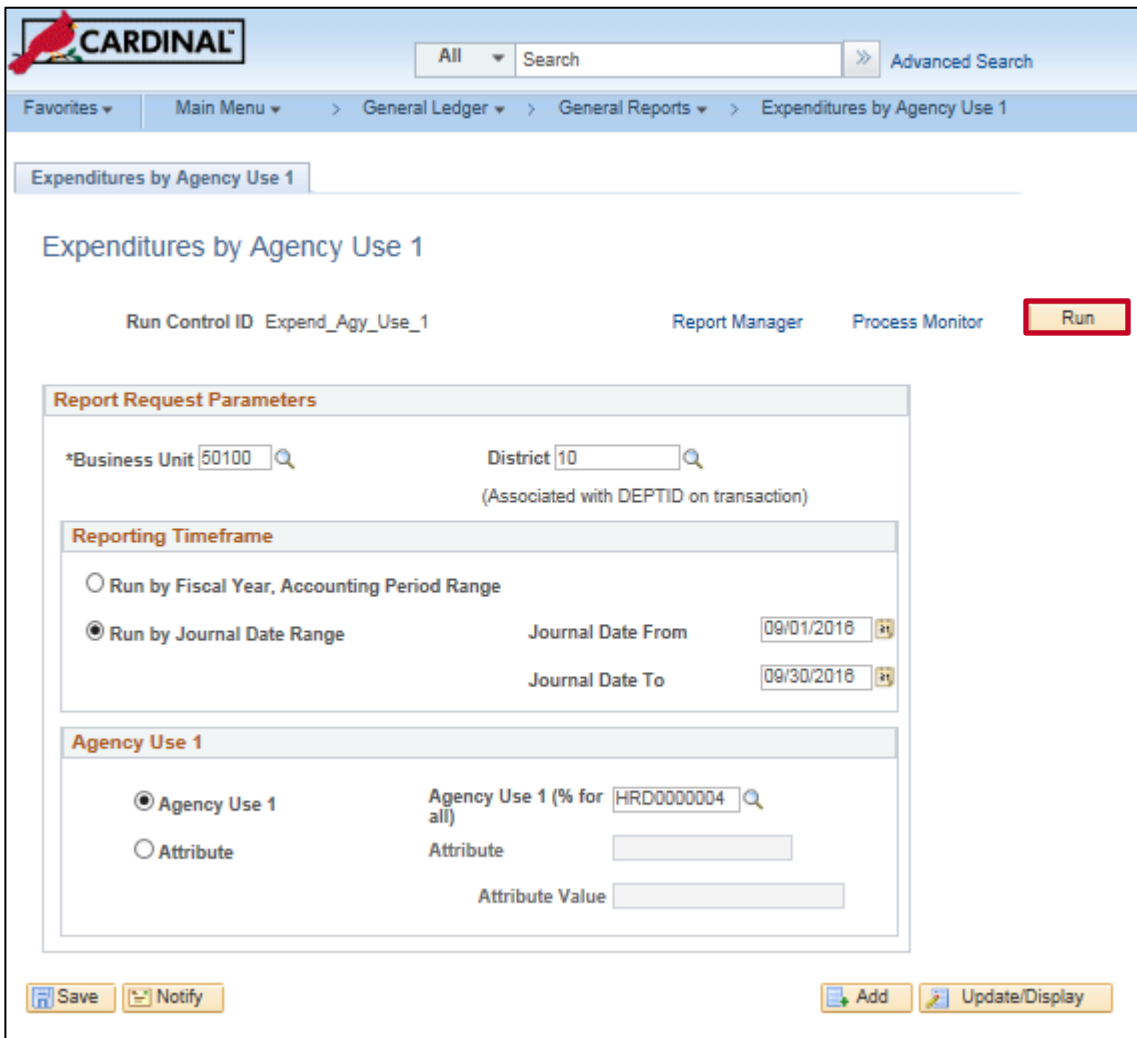
☒ Agency Use 1 Agency Use 1 (% for all) 

☐ Attribute Attribute

Attribute Value

10. Click the **Save** button.

Remember: The system will not allow you to delete a **Run Control ID** once it is created. You can use the same **Run Control ID** whenever you want to run the **Expenditures by Agency Use 1** report. Simply change any parameters you need to change before running the report again.



CARDINAL All Search >> Advanced Search

Favorites Main Menu > General Ledger > General Reports > Expenditures by Agency Use 1

Expenditures by Agency Use 1

Run Control ID Expend_Agy_Use_1 Report Manager Process Monitor **Run**

Report Request Parameters

*Business Unit 50100 District 10
(Associated with DEPTID on transaction)

Reporting Timeframe

☐ Run by Fiscal Year, Accounting Period Range

☒ Run by Journal Date Range Journal Date From 09/01/2016 Journal Date To 09/30/2016

Agency Use 1

☒ Agency Use 1 Agency Use 1 (% for all) HRD0000004

☐ Attribute Attribute Attribute Value

Save Notify Add Update/Display

- Once all fields selections are entered, click the **Run** button.

Process Scheduler Request
Help

User ID PPS1_RON.GOTSHALL
Run Control ID Expend_Agy_Use_1

Server Name

Recurrence

Time Zone

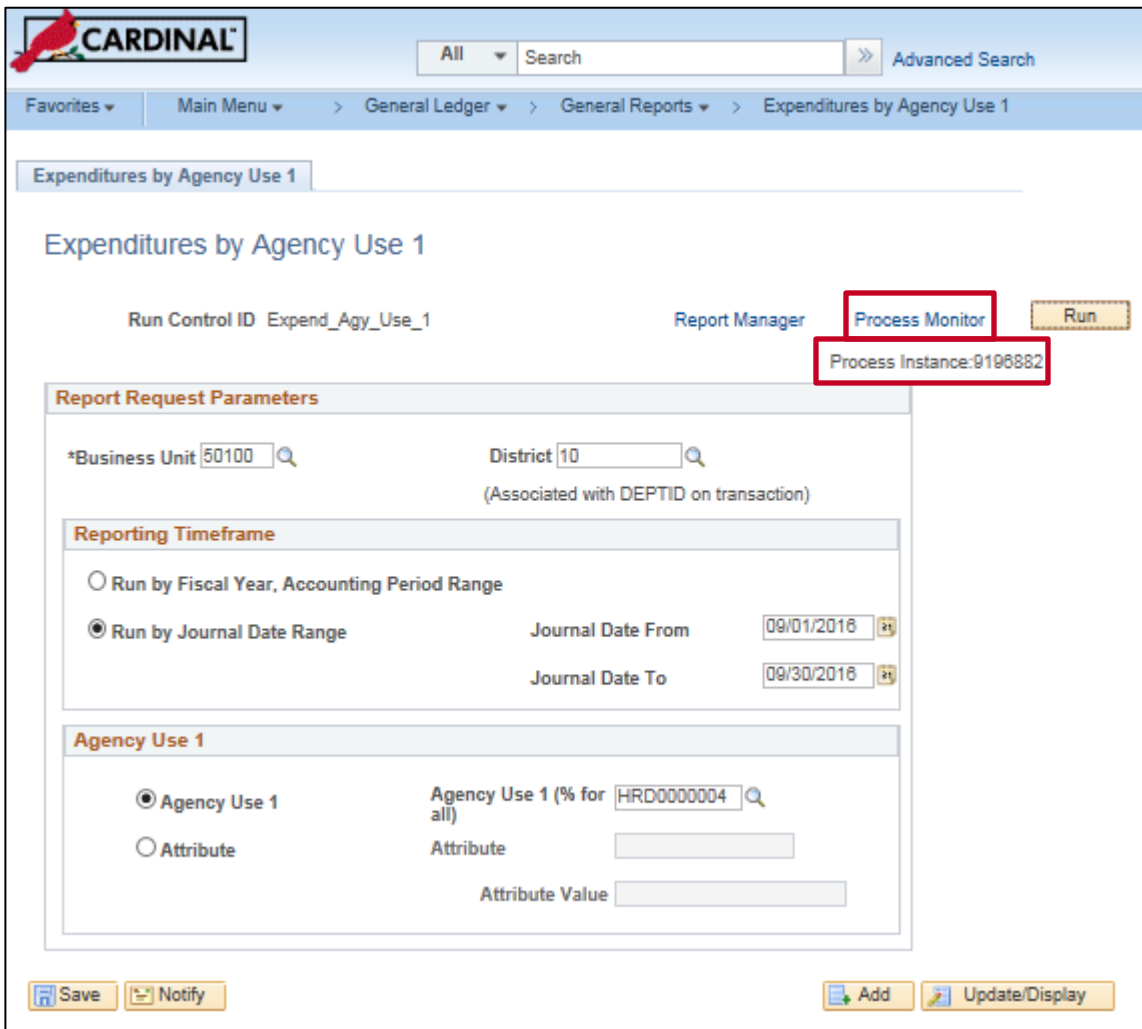
Run Date

Run Time

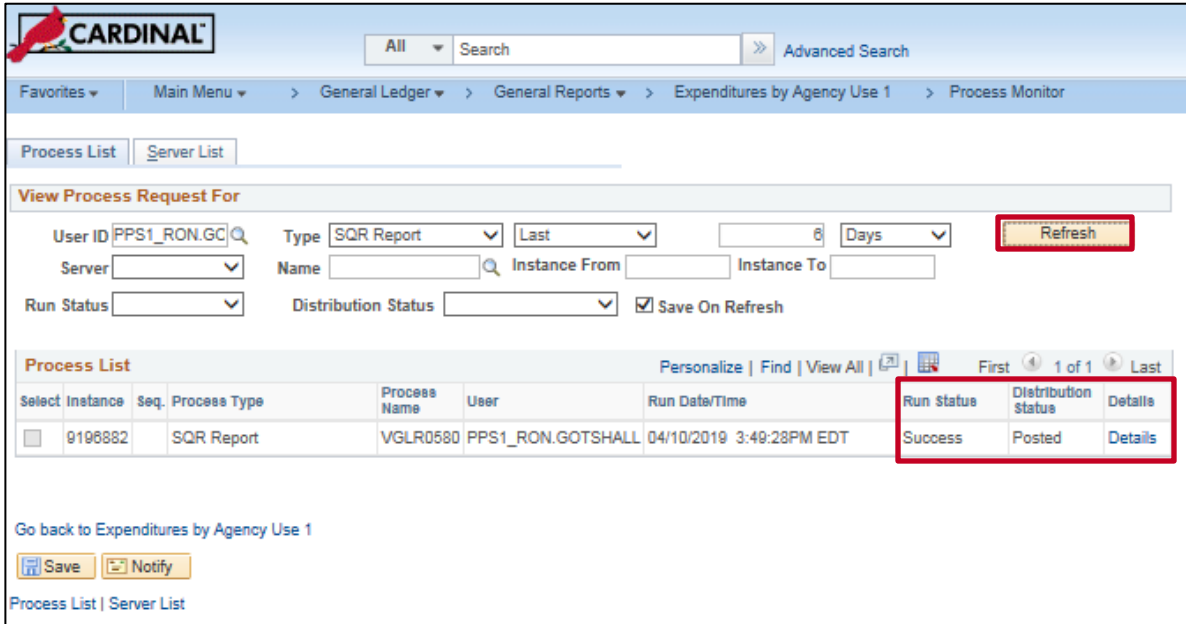
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Agency Use 1 Report	VGLR0580	SQR Report	<input checked="" type="checkbox"/> Web	CSV	Distribution

12. The **Process Scheduler Request** page displays.
13. Ensure that the **Agency Use 1 Report** check-box is selected. Click the **OK** button.



14. Clicking the **OK** button returns you to the **Expenditures by Agency Use 1** page. The **Process Instance** number is displayed. This number identifies the process you have run and is helpful when checking the status of the report.
15. Click the **Process Monitor** link. This allows you to view the run progress of the report.



CARDINAL All Search Advanced Search

Favorites Main Menu > General Ledger > General Reports > Expenditures by Agency Use 1 > Process Monitor

Process List Server List

View Process Request For

User ID Type Last Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

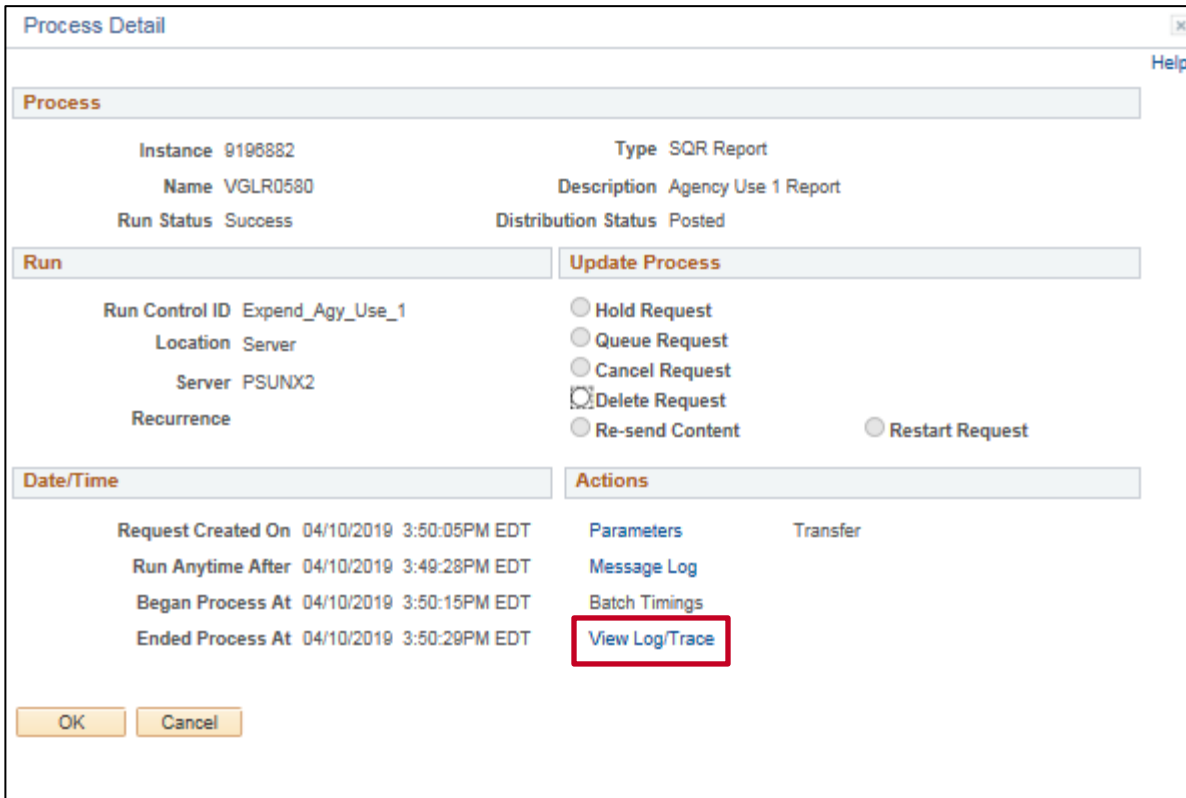
Process List Personalize Find View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9196882		SQR Report	VGLR0580	PPS1_RON.GOTSHALL	04/10/2019 3:49:28PM EDT	Success	Posted	Details

Go back to Expenditures by Agency Use 1

Process List | Server List

16. Click the **Refresh** button (you can do this several times) to refresh the status of the report. When the **Run Status** is **Success** and the **Distribution Status** is **Posted**, click the **Details** link. The **Process Detail** page displays.



Process Detail Help

Process

Instance 9196882 Type SQR Report

Name VGLR0580 Description Agency Use 1 Report

Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID Expend_Agy_Use_1

Location Server

Server PSUNX2

Recurrence

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time **Actions**

Request Created On 04/10/2019 3:50:05PM EDT Parameters Transfer

Run Anytime After 04/10/2019 3:49:28PM EDT Message Log

Began Process At 04/10/2019 3:50:15PM EDT Batch Timings

Ended Process At 04/10/2019 3:50:29PM EDT **View Log/Trace**

17. Click the **View Log/Trace** link. The **View Log/Trace** window displays.

View Log/Trace

Report

Report ID 42330407 Process Instance 9196882 [Message Log](#)

Name VGLR0580 Process Type SQR Report

Run Status Success

Agency Use 1 Report

Distribution Details

Distribution Node fn92trn Expiration Date 05/10/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_VGLR0580_9196882.log	2,187	04/10/2019 3:50:29.117599PM EDT
vglr0580_9196882.csv	489	04/10/2019 3:50:29.117599PM EDT
vglr0580_9196882.out	108	04/10/2019 3:50:29.117599PM EDT

Distribute To

Distribution ID Type *Distribution ID

User PPS1_RON.GOTSHALL

Return

18. Click the **vglr0580_XXXXXX.csv** link to view the report generated. The XXXXXX denotes the Process Instance number generated at run time.

Internet Explorer

What do you want to do with vglr0580_9196882.csv?

From: fn92trnweb.cov.virginia.gov

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Cancel

A **File Download** message box displays. Click the **Open** button.

A **Microsoft Office Excel** compatibility message box may display. Click the **Yes** button. This box may display on a separate page and you may need to tab through your screens to find it.

19. The **Expenditures by Agency Use 1** report opens as an Excel file. The report header displays the report parameters chosen on the run control.



General Ledger Job Aid

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Note: If the report is run for a single **Agency Use 1** value, the report header will display the Attributes and Attribute Values associated with the **Agency Use 1** value.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Commonwealth of Virginia																	
2	EXPENDITURES BY AGENCY USE 1																	
3	Run Date: 01/02/2017																	
4	Report ID: RGL Run Time: 06:01:22																	
5	Page No. 1	of	4															
6	Business Unit: 50100 : VA Dept of Transportation																	
7	District: 10 : Central																	
8	Fiscal Year: 2017																	
9	Journal Date Range: 09/30/2016 to 09/30/2016																	
10	Agency Use 1: HRD00000004																	
11																		
12	Agency Use 1	Agency Us	Journal ID	Journal Da	Journal Lin	Account	Fund	Program	Depart	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busi	Project ID	Activity IC	Amount
13	HRD00000004	Core Deve	TE0031468	1-Sep-16	101126	5011230	04100	699024	10057	11240040								612.47
14	HRD00000004	Core Deve	TE0031468	1-Sep-16	620669	5011230	04100	699024	10057	11240040								2304.37
15	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2169.85
16	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2329.42
17	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								759.51
18	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2458.75
19	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								1792.07
20	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2245.67
21	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								1263.74
22	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2068.13
23	HRD00000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2275.88
24	HRD00000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1136.34
25	HRD00000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1723.4
26	HRD00000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1964.79
27	HRD00000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								2167.31
28	HRD00000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1477.2
29	HRD00000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								2169.85
30	HRD00000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1794.51
31	HRD00000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1020.75
32	HRD00000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2650.71
33	HRD00000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1034.2
34	HRD00000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1136.38
35	HRD00000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								984.85
36	HRD00000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1892.08
37	HRD00000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2322.4
38	HRD00000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2563.92
39	HRD00000004	Internship	EX0031228	6-Sep-16	621458	5013110	04100	699024	10057	11240040								160
40	HRD00000004	SIGNAGE	TE0031468	6-Sep-16	621461	5011230	04100	699024	10057	11240040								2155.7
41	HRD00000004	Willowbrc	TE0031468	6-Sep-16	620986	5011230	04720	514008	10011	12110003								367.13
42	HRD00000004	WWB Miti	AP0031176	6-Sep-16	621462	5012610	04720	514008	10011	12110003								2212.11

Note: If the report is run for multiple **Agency Use 1** values, the Attribute and Attribute Values will not display.



General Ledger Job Aid

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Commonwealth of Virginia																	
2	EXPENDITURES BY AGENCY USE 1																	
3	Run Date: 01/02/2017																	
4	Report ID: Run Time: 07:26 00																	
5	Page No. : of 96																	
6	Business Unit: 50100 : VA Dept of Transportation																	
7	District: 10 : Central																	
8	Fiscal Year: 2017																	
9	Accounting Period Between: 1 and 3																	
10	Agency Use 1: All																	
11																		
12	Agency Us	Agency Us	Journal ID	Journal Dc	Journal Lir	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busine	Project ID	Activity ID	Amount
13	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								612.47
14	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2304.37
15	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2169.85
16	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2329.42
17	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								759.51
18	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2458.75
19	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1792.07
20	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2245.67
21	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1263.74
22	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2068.13
23	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2275.88
24	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1136.34
25	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1723.4
26	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1964.79
27	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2167.31
28	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1477.2
29	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2169.85
30	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1794.51
31	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1020.75

Note: If the report is run for an Attribute and Attribute Value, the report header will display the values selected on the run control.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
6	Business Unit: 50100 : VA Dept of Transportation																	
7	District: 10 : Central																	
8	Fiscal Year: 2017																	
9	Accounting Period Between: 1 and 3																	
10	Attribute: TYPE																	
11	Value: EMERGENCY REPAIR																	
12																		
13	Agency Us	Agency Us	Journal ID	Journal Dc	Journal Lir	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busine	Project ID	Activity ID	Amount
14	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1182.29
15	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2482.55
16	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								297.00
17	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								37.73
18	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2030.70
19	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1008.15
20	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								315.87
21	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
22	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								297.00
23	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								985.00
24	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
25	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								547.00
26	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								654.11
27	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
28	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1355.61
29	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1079.79
30	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2741.56
31	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
32	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
33	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1404.11